

## SECTION 100 -- REVISED AND ADDITIONAL INFORMATION REQUIRED AFTER FINAL BUDGET DECISIONS

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#### 100.1 What information must I provide after final budget decisions?

You must revise the following materials (your OMB representative may require you to revise others) if final budget decisions affect them and submit them promptly after the decisions are made:

- Report on resources for financial management activities (see section 52.5);
- Information on information technology (IT) (see section 53);
- Information on energy use, costs, and efficiency (see section 55);
- Information on drug control programs (see section 56); and
- Information on violent crime control programs (see section 57).

In addition, you must submit certain materials in support of baseline estimates (see section 100.2). As applicable to your agency, you also must submit information on the specific topics (such as information on grants to State and local governments) described in sections 100.3-100.6.

Unless otherwise specified in the guidance below, *after final decisions* means after the passback of initial decisions to your agency or, in the case of those items that could be affected by the outcome of appeals, after the resolution of appeals. Don't wait until all appeals are resolved to submit information that is unlikely to be affected by the outcome of the appeals.

#### 100.2 What materials must I provide in support of baseline estimates?

Submit two copies of an agency summary table that provides a bridge between the current year baseline estimates and the budget year baseline estimates (see sections 80 and 81). This table should identify, as separate stub entries, major budget authority or outlay differences (\$50 million or more) between the current year and budget year baseline estimates. Explain these differences in terms of:

- Effects of enacted appropriations and other legislation;
- Inflation and pay-related costs;
- Prior year contracts and obligations; and
- Anticipated changes in relatively uncontrollable programs or receipts (including offsetting receipts).

Also, submit a table showing the impact on the baseline estimates of:

- Major regulations;
- Expiring provisions of law;
- Caseloads for major mandatory programs;
- Management initiatives;
- Administrative actions; and
- Other major program assumptions included in the baseline.

Show the budgetary impact of each major assumption separately. For example, a change in outlays resulting from a regulatory change should be shown separately from a change resulting from the expiration of a provision of law. Consult with your OMB representative on the format and content of this table.

Also, be prepared to furnish, upon request from your OMB representative, caseload estimates and other additional information.

### **100.3 What information must I provide on grants to State and local governments?**

If your agency makes grants to State or local governments, you must provide information on obligations by program for the PY, CY, and BY and the percentage share for the BY allocated to:

- Each State;
- The District of Columbia;
- Territories; and
- Indian tribe set-asides, when applicable.

We use this information to develop the annual Budget Information for States report. We will provide separate instructions, including the timing of submissions, at a later date.

### **100.4 What information must I provide on motor vehicles?**

(a) *Agencies required to report.*

The Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 (Public Law 99-272) requires agencies, as defined in 5 U.S.C. 105, that operate at least 300 motor vehicles to report data on acquisition, operation, maintenance, leasing, and disposal of motor vehicles. The law exempts the following agencies from these requirements:

- Tennessee Valley Authority.
- Postal Service.
- Postal Rate Commission.

(b) *Definitions.*

Use these definitions in preparing the materials described in paragraph (c).

**Motor vehicle** means any vehicle that is self-propelled or drawn by mechanical power, except the term does not include any vehicle designed or used for military field training, combat, or tactical purposes, or any other special purpose vehicle or equipment exempted by the Administrator of GSA (see the following definition).

**Special purpose vehicles and equipment** means vehicles and equipment used and designed for specialized functions. This definition includes, but is not limited to, the following types of vehicles and equipment:

- Trailers.
- Semi-trailers and other types of trailing equipment.
- Trucks with permanently-mounted equipment (such as aerial ladders).
- Construction and other types of equipment included in Federal Supply Class (FSC) 38.
- Material handling equipment in FSC 39.
- Fire-fighting equipment in FSC 42.

**Cost of privately-owned vehicles (POVs) while on official business** means the mileage cost reimbursed by the Government to the owner or operator of such a vehicle, except when a POV is used:

- In a permanent change of station move;
- In lieu of a common carrier; or
- To commute between an employee's residence and a common carrier terminal or facility.

(c) *Materials required.*

Submit a report on total obligations and outlays for motor vehicle activities for PY, CY, and BY. The amounts should include the costs of motor vehicle acquisition, operation, maintenance, leasing, and disposal. The amounts should include the costs of Government-owned and leased vehicles and the costs of POVs while on official business.

As a general rule, report agency totals only. You don't need to separately identify the various categories (such as, operation and maintenance) of motor vehicle activities. However, your OMB representative may require supporting account level detail. Report data in millions of dollars using the stub entries shown below.

Entry	Description
Obligations	Report total obligations for the agency for motor vehicle acquisition, operation, maintenance, leasing, and disposal for PY, CY, and BY.
Outlays	Report total outlays (net) for the agency for motor vehicle acquisition, operation, maintenance, leasing, and disposal for PY, CY, and BY.
	Report outlay totals as separate entries even if total obligations and outlays for motor vehicle activities are identical.

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In addition, provide a narrative statement with each report on obligations and outlays. This statement must explain why existing and new motor vehicle acquisition, operation, maintenance, leasing, and disposal activities cannot be met through one of the following means:

- Use of a qualified private fleet management firm or other private contractor;
- Increased reliance on the Interagency Fleet Management System operated by the General Services Administration; or
- Other existing motor vehicle management systems.

Identify both the report and narrative as "Submission on Motor Vehicles" and include, in the lower right-hand corner, the date of preparation, and the name and telephone number of an individual responsible for answering questions concerning the submission.

We use this information to prepare a report that the President transmits to the Congress.

**100.5 What information must I provide on relocation expenses?**

Section 635 of Public Law 105-61 requires all Federal agencies to report on total obligations for the agency's employee relocation expenses for the PY, CY and BY. ***Employee relocation expenses*** means all obligations incident to employee relocation authorized under either chapter 57 of title 5, United States Code, or section 901 of the Foreign Service Act of 1980 (22 U.S.C. 4081; Public Law 96-465). These expenses are normally reported as part of the following object classes (see section 83):

- Travel and transportation of persons (object class 21);
- Transportation of things (object class 22) (for example, movement of household goods (but not storage costs, which are reported in object class 25.7));
- Civilian personnel benefits (object class 12.1) (for example, various relocation allowances and expenses associated with sale of residence or breaking a lease);
- Military personnel benefits (object class 12.2) (for example, the same kinds of expenses reported in object class 12.1);
- Operation and maintenance of equipment (object class 25.7) (for example, contractual services for storage and care of vehicles and storage of household goods, when associated with relocation).

Provide this information for the agency in total no later than five days after OMB locks the MAX database. Ensure that the data are consistent with schedule O. Report data in millions of dollars. Include the name and phone number of the individual responsible for preparing the submission.

We use this information to prepare a table on total agency relocation expenses, which we provide to Congress as a part of the Object Class Analysis report.

## 100.6 What information must I provide on international travel?

Section 2505(g) of the Foreign Relations Authorizations Act, Fiscal Years 1998 and 1999 requires that all Federal departments and agencies who had expenditures for official international travel during the PY must report, for the agency as a whole:

- Total obligations in PY for official international travel (in thousands of dollars); and
- Total number of individuals engaged in such international travel in PY.

Use the following definitions to prepare this report:

- **International travel** means all travel between the United States and other nations, and travel between or within other nations. United States refers to the continental United States, Alaska, Hawaii, and all territories.
- **Expenditures** means the total obligations incurred and reported in object class 21, travel and transportation of persons, for international travel in PY. This includes all instances when an agency pays directly or reimburses the traveler. This does not include payments by contractors or grantees. Include the following work-related travel:
  - ▶ Conferences.
  - ▶ Meetings.
  - ▶ Inspections associated with treaty compliance.

Do not include:

- ▶ Expenses related to the relocation of Federal employees (for example, permanent change of station due to retirement or injury).
- ▶ Deployment of troops for contingency operations.
- ▶ **Individuals** means the total number of people (not full-time equivalents) who engaged in international travel in PY. This specifically refers to the number of individuals, as opposed to the number of trips individuals take (for example, a person who takes two international trips is one individual).

Submit this information to your OMB representative no later than five days after OMB locks the data base. Include the name and phone number of the individual responsible for preparing the submission.

OMB uses this information to prepare a report for Congress that describes total Federal expenditures for official international travel and the total number of individuals in each agency who engaged in such travel.